

Town of Kingston
Senior Center Building Committee
Meeting Minutes
October 30, 2009

1. The meeting was opened at 12:00 Noon by Chairman Paul Gallagher in Room 203 in Town Hall. Other members present were Phil Burnham, Jack Burrey, and Ron Gleason. Absent were Muriel Boyce, Dave Colter, and Linda Felix. Others Present were Dan Pallotta of P3 and Bob Clarke of Catlin Architects.

2. Dan Pallotta mentioned that he had changed the "Kingston Milestone Schedule" to reflect No. 5 to be broken down into 5A, 5B, 5C, and 5D and then followed by the original No.5. **(See attached copy for ready reference.)** He then asked Bob Clarke about progress with the Engineer and Bob replied that they have everything we need and we can go ahead. Dan also mentioned 5B in that he would be in touch with the SCBC regarding the Drawings on 11/6. He also mentioned that under 5A, he will be meeting with John Catlin to talk progress.

3. Ron Gleason asked if they wanted to discuss our Alternates' List and mentioned that the list at this time is not in any particular order and that is for a reason. Paul Gallagher pointed out that he thought we should have all mechanical, plumbing and electrical features listed all together on one list and Dan stated that dates for these are critical. This Alternates' List will be continued later in these Minutes (see paragraph #11, page 3).

4. A further discussion took place at this time touching on the number of hours to do certain individual projects, such as hours to do the Drawings. And some of the Drawings are different among Catlin's Office, the Committee and what Dan has now and there are some missing pieces between any and all. He will try to work out with Bob Clarke to get them all the same in one set of Drawings. Paul said as long as they are all working together, we should be able to have everything we need on a specific date. Dan wanted some idea as to when we want to know about the progress, where it is on a specific date and not when it's half in the oven. Bob Clarke stated that the mix-up on the different Drawings is everybody's fault but the good news is we are trying to get a written list so we will all know when things are going to be ready and all three (mechanical, plumbing, and electrical) are all on the same page. We need to determine whose responsibility it is to tell everyone else.

5. Ron Gleason stated that we have known for years about the appropriate sewer sleeve pipes being on the property and it seems to be still an issue and it should be on the Drawings. See #5 on the Milestone Schedule - CD's 100% with a date of 11/26. On Friday before Thanksgiving, the 20th, we should be going through the Specs, if not before. Paul Gallagher mentioned on 11/27, see #6, the Bid Package should be going to the Printer.

6. See #4, approval of Front End Specs, Dan has this and gave them (2 sets) to Jill Myers today.

7. Dan shared a chart he was developing and asked Paul and the members how and when we would want to meet with the Architect and how he himself should continue to meet and how much with the SCBC. Paul felt that Dan could be in touch with specific members and the Architect maybe just by individual e-mail contact. Some items are in alphabetical order and some need to be corrected. He will talk to Catlin. As an example, we have gone through every little detail -- nothing is catastrophic but there are things that need to be corrected before we can go to Bid and there are some concerns with the building itself, which may be a result of cutting back from a 2-story to a 1-story building.

8. Ron Gleason pointed out that the engineers need benchmarks to follow. Dan pointed out that we need an attention to detail - we have all the pieces of the pie but they are somewhat a little mixed up. Dan will be meeting with Catlin next week and thereafter they will be giving us a list of things that need to be addressed and suggested decisions.

9. Ron Gleason asked Bob Clarke about status of the Geo-Tech work, such as where is he with final Drawings and also Footings. There are a couple of missing pieces but Bob is getting these straightened out and there is no problems now with any Geo- Tech progress. Bob did ask Dan why do we want to start Construction on 2/8 (see #17) and Dan replied that it might actually be more like two weeks or more later which would put us closer to March and it might well be warmer then too.

10. Bob Clarke asked what list of things does he need from us. Mentioned were water lines, sewer lines, power lines, and that sewer sleeve lines run down the land on the left of the left driveway coming in behind Town Hall the left, as do the

water lines. There is also a Grinder Pump but the question arises, is it big enough? It was stated that we are just going to connect the Senior Center and no other building. The Senior Center does have a "reservation" spot on the Sewer Hook-Up List. Ron stated at the end of next week we will be ready to move the 'fill' - November 6th.

11. Ron Gleason at this point handed out two sheets, one of which critiques and reviews the Specs using the February 2005 and the August 2009 Books, and the other is a 10-29-09 list of Alternates but now shown as it was revised (revised down from 8 Alternates down to 5), at this October 30th SCBC Meeting. (**See attached sheets for ready reference and especially new order, 1 through 5, on List of Alternates.**) It was also mentioned that the Patio would be made up of bricks, impervious and engraveable, and in the NOI there were to be no gravel walkways but asphalt, as long as it is pitched toward the street. In the end, it was noted that Bob Clarke should get all of these changes in writing. Also, the location and access to the Sprinkler system was discussed here.

12. Jack Burrey went over each Drawing/Site Plan of the building, inside and out, covering with Bob Clarke and Dan Pallotta an outstanding list of issues as he went over each of these, and Bob and Dan added some of their thoughts as well. We should have a boilerplate list to cover any Conservation questions, as well as any Architect questions.

13. Dan mentioned that the Owner gets the SCBC to sign off on these final Drawings/Site Plans. The OPM can sign off up to \$5,000. A Clerk of the Works cannot make decisions. It was mentioned that at our next meeting, the Committee will put forth a **Motion** to change the present duties of the OPM to have him able to make decision on behalf of the SCBC. We need to leave paper trails so things do not get lost.

14. Paul mentioned that at this time, he will wait to name a date for the next SCBC Meeting.

15. For information, the outstanding Minutes now are July 29th, August 19th, September 3rd, September 9th, September 16th, October 14th, October 23rd, and these dated October 30th, all in 2009. (July 29th and October 14th Minutes were taken by Paul Gallagher in Secretary's absence.)

15. There being no other business to come before the meeting, a **Motion** was made by Phil Burnham and **seconded** by Ron Gleason to close the Meeting, it being 1:40pm. and it was **unanimously so Voted.**

Respectfully submitted,

Ruthann Cassidy, Secretary

Atts.- 3

KINGSTON MILESTONE SCHEDULE

Item	Activity/Milestone	Date	Day #
1	KSBC Meeting to Approve Project Schedule.	10/22/2009	-109
2	75% Review for Constructibility-P3	10/28/2009	-103
3	Caitlin to deliver Front End Spec.	10/28/2009	-103
4	P3, KSBC, KTA to approve Front End Spec.	11/19/2009	-81
5A	Meeting with Catlin to talk progress	10/30/2009	-101
5B	Meeting P3 only with Bldg committee over dwg	11/6/2009	-94
5C	Updated set with revisions from 11/6/2009	11/13/2009	-87
5D	Final review with KSBC	11/20/2009	-80
5	CDs 100%	11/26/2009	-74
6	Bid Package to Printer	11/27/2009	-73
7	Adv. Register, Comm-Pass, Paper?	11/27/2009	-73
8	Documents to Building for Permit	12/2/2009	-68
9	Pre-Bid walkthrough	12/9/2009	-61
10	Filed Sub Bids due	1/5/2010	-34
11	GC Bids due	1/19/2010	-20
12	Bidder determined/Reviewed	1/21/2010	-18
13	Bldg Cmte Approval	1/21/2010	-18
14	NTP issued to GC	1/22/2010	-17
15	GC contracts/bonds/insurance	2/5/2010	-3
16	Construction Kick Off Meeting	2/8/2010	0
17	Construction Start Date	2/8/2010	
18	New Building Occupancy	7/26/2010	168
19	Commissioning/Training	7/29/2010	171
20	Punchlist Complete	8/5/2010	178
21	Project Final Completion	8/6/2010	179

10/30/09

Kingston Senoir Center

Review of Spec book front sections using the Feb. 2005 and Aug. 2009 books.

General note: Both Spec. books are very similar in content but more specific contract and AIA information was in the 2005 book.

Items missing or needing correction:

1 Bid Documents

2 Wage Rates

3 AIA forms for Payment, Proposal request, Change Order and others listed as G701 to G707

4 Test Boring findings

5 Complete OPM duties and responsibilities ✓

6 Sec. 0110 PG. 1 1- 2 A& B Change Erving

7 Sec. 1500 PG. 10, 3.4A Change Town Of Belmont bylaw Art. 23

10/28/09

Kingston Senior Center

Revised 10/30/09

10/29/09 Alternates List: Includes Feb. 2005 and Aug. 2009 items.

Note: List must be in priority with the most desired items first.

- ~~Yes~~ (1) Kitchen equipment ✓
- ~~Yes~~ (2) Operable partitions Rm. 121 ✓
- (3) Casework, shelving and fireplace Rm. 115 ✓
- ~~Yes~~ (4) Lawn seeding, mulch ✓
- ~~Delete~~ (5) Delete vet tile Rm. 115 & 107 substitute linoleum ✓
- ~~Delete~~ (6) Delete vet tile Rm. 115 & 107 substitute Armstrong Bio Base tile ✓
- ~~Yes~~ (7) Sola Tubes Rm. 115 & corridor, 14 total, \$ 1100.00 ea. Tube \$ 15,400 total not installed ✓
- ~~Yes~~ (8) Snow melting front walkways to side doors 780 sq.ft. est. cost installed \$23,000

Boiler / Cost.

Thermal